

Creating a Moodle Test

1. **FIRST** create a “category”. On Moodle, under “administration”, click on the little file folder to the left of “question bank”. This will drop down a little menu, and you can click on “categories”. Scroll down to the section labeled “add category”, and in the “name” box, give your category a very **specific** name, such as “Chapter 8 Quiz”. Then, at the bottom of your screen, click on the red and blue bar labeled “add category”. Now you are ready to create questions in that category for that specific test or quiz!
2. Go back to “administration”, and from the “question bank” menu, click on “questions”. At the top, below “question bank”, where it says “select a category”, click on the drop down menu, and select the category/test that you just created.
3. Now click the **red** button that says “create a new question”. Click on the type of question you want to create, then click “add”. (FYI – it is easier to create test questions in Google Chrome, and more difficult in Internet Explorer.)
4. Be sure to give each question a **good name**, maybe including the chapter number, what sort of quiz (vocab., culture, etc.), and the type of question. With a little practice, you’ll know how specific YOU want to be with this detail! (Some of us are obsessive with this! 😊)
5. For each type of question, there are specific things to be careful of. Be sure that you assign each question the proper number of points, and provide the correct answer. Then click “save changes”. Then click on “create a new question” again to repeat the process for each new question!
6. FYI – Even when you create each question within a specific “category”, the Moodle program will also duplicate each question in your “default” category. However, the “default” category has ALL the questions for ALL the tests and quizzes you have created in Moodle!
7. Once you have created all your questions, you are ready to “create the quiz”. Go back to the Moodle page for the class you want, and go to the block where you want the test to be located. Click on the “add an activity or resource” at the bottom of this block on your Moodle page, and then select “quiz”, then click “add”. Give your quiz or test a name, and be specific! Then to the upper right of this name box, click on “expand all”. This will open up a list of things to set up for your quiz.
 - a) Timing – Click “enable” on the right, then set the maximum time parameters to encompass **all** the classes that will take this quiz. For instance, if your first hour and fifth hour will both be taking this quiz, set the timing to open shortly before first hour begins, and set it to close shortly after fifth hour ends. You will fine tune this later in another setting.
 - b) Grade – choose → not categorized
→ 1 (attempt allowed)
→ highest grade
 - c) Layout – choose → new page every question (you can change this later if you want)
 - d) Question Behavior – choose → yes/no to shuffle within questions (the answers) – it’s your choice
→ deferred feedback
 - e) Review Options – uncheck **EVERYTHING** in these columns when the kids are taking the test. (It works best to uncheck the items from the bottom of the column first, then up to the top.) When you want to show your kids their test results at a later time, you will come back to this setting and adjust things, checking certain things in one of the columns. More on this later!
 - f) Appearance – → no image
→ 2
 - g) Extra Restrictions on Attempts – no changes to make
 - h) Overall Feedback – no changes to make
 - i) Common Module Settings – by “visible”, select “hide” for now (later you will change this to “show”)
 - j) Restrict Access – no changes to make
 - k) Now click “save and return to course”
8. The quiz or test should now show up on your Moodle page. Make sure it’s “hidden”!!
9. Next, on the Moodle page, click on **that test**. It will tell you that “no questions have been added yet”. Click on “edit quiz”.
10. On the far right, below the red “save” button, it says “add”. Click on this and select “from question bank”. At the top it will show your “default” category. Click on the “down” arrow, then scroll to find the test/category you

want and click on it. It will show all the questions you created for that quiz. To select them **all**, just click in the tiny box on the left above the first question, and it will put checks in all the boxes. Then click the red button at the bottom that says “add selected questions to the quiz”. The questions you selected will now show up under your quiz.

11. At the top right, where it says “maximum grade”, you will see that the default setting is 10.00. **Change** this to the number of POINTS for that quiz. (That will not necessarily be the same as the number of questions, as some questions may be worth more than one point.) Then click the red “save” button.
12. Now you can decide how many questions you want on each page, rearrange the order of the questions, add or subtract pages, etc... Use the little “tools” to help you do this. It may take some trial and error to figure it out, so just ask questions if you have any trouble!
13. Now your test is created! 😊
14. To set your quiz up with Respondus Lockdown is very easy. On your Moodle page, find the Respondus Lockdown Browser box, and click on “dashboard”. Click on the box to the left of the test you want, and then select “modify settings”. Select “require Respondus Lockdown Browser for this exam”. Click “save and close”. When it’s finished, on the right side for that test, it should say “required” in green.
15. The best way to set up the individual timing parameters for each class taking that quiz is to go through “**GROUP OVERRIDES**”. First go back to your Moodle page and click on the quiz. Then under “administration”, click “group overrides”. Then click on “add group override”.
16. If you have more than one section of a class, next to “override group”, click on the drop down menu to find the group you want.
17. To create the password, first click the “unmask” box. That way you will be able to see the password you type in! Type the password you want, and don’t forget to write it down somewhere where you can find it on the test day! It can be anything you want, and it will be case sensitive. Under the “open the quiz” and “close the quiz”, first click on the “enable” box to activate it. Select the correct date and times, remembering to think in military time! Be sure to give a little “buffer” of time for each class in case your classroom clock is not perfectly synced with the Moodle clock, and make sure you know what bell schedule we will be on for the day of the test. 😊
18. Under “attempts allowed” I always put “1”. I do nothing with the “time limit”.
19. Then click “save” (or “save and enter another override” if you have more than one class taking the test). You will have to repeat this process for each section. Be sure to choose a different password for each section! Even if you only have one section for the test, it’s still a good idea to use this process in order to create a password. That makes your test more secure.
20. **On the day of the test:**
 - a) Students should shut down their computers. **MAKE** them do this, and then check each computer to verify that it’s turned off and not just in “sleep” mode. Don’t trust them to do this without checking it yourself!
 - b) Have students click on Respondus Lockdown, which should be on their desktop.
 - c) From there, they should log on to Moodle, go to their class page, and wait for you to “show” the test, and give them the **PASSWORD**. It’s a good idea to “hide” the test until everyone is ready.
 - d) Now the students can get into the test and take it! Have the students **dim their screens** a few notches so that it will be hard for them to see each other’s computers/answers. This is **not** optional!!
 - e) After all the students are finished taking their test, be sure to “hide” the test again!!!
21. Later, when all the make-up tests are done, you can get the students back into the test and review their results. This requires you to adjust one of the settings. First, to the right of where that test is on your Moodle page, click on “edit”, then from the drop down menu, click on “edit settings”. On the right, click on “expand all”.
22. Now scroll down to the “Review Options” setting. On the far right, there should be a column labeled “after the quiz is closed”. In this column, “check” the following 4 boxes: 1. the attempt, 2. whether correct, 3. marks, and 4. right answer. Then at the bottom click “save and return to course”.
23. When you want to show the kids their test results:
 - a) Have them click on Respondus Lockdown Browser (on their desktop)
 - b) Log onto Moodle
 - c) Wait for you to “show” the test
 - d) They should be able to get into the test without a password. They can access their questions, the correct answers, etc... When they’re done looking, they can click out of the test, and then you can “hide” the test.
24. Don’t forget to print out a few paper copies (maybe 4 or 5 per class) of the test in case of computer difficulties.